



**CITY OF TAUNTON**  
MASSACHUSETTS

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**PARKS, CEMETERIES & PUBLIC GROUNDS**

**Andrew J. Marshall**  
Commissioner

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To: All Monument Companies

Re: Phone Requests and Installation Procedures for Grave Markers

DATE: February 26, 2018

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Effective immediately, no flat marker, corner marker or other type of memorial will be allowed to be delivered at the Mayflower Hill Cemetery. *This does not apply to a Memorial that will be installed by the Monument Company.* Any type of marker, corner marker or other type of memorial must be delivered to the following location:

**Parks, Cemeteries & Public Grounds Department**  
**170 Harris Street**  
**Taunton, MA 02780**

**Delivery Hours: Monday – Thursday (7:30 AM to 3:00 PM)**  
**Fridays (7:30 AM to Noon)**

**We will assume no responsibility for any marker that is drop off to any other location.**

All requests for Cemetery Location of lot and grave numbers must be in writing. We will no longer accept phone requests. Attached is a form that must be completed and faxed to 508-821-1065. This form will be re-faxed to you within 3 business days.

After receiving this signed confirmation back, you may then process the customer work order and formally submit your request along with payment to Parks, Cemeteries & Public Grounds Department.

Once we have received the detailed drawing and received all outstanding payments, (lot fees, grave fees, marker fee) you will receive a paid receipt with an attached ***Drop-Off Confirmation Form. (Orange Sheet).*** This form must be returned when the marker is delivered to the office at 170 Harris Street. Without this orange sheet, your marker will not be installed by the cemetery.